

POLICE FEDERATION

Police Act 1964
The Police Federation Regulations 1969, Part III (as amended)

BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016

BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND

YEAR ENDED 31ST DECEMBER 2016

CHAIRMAN Mr Jim Mallen
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

SECRETARY Ms Emma Carter
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

TREASURER Ms Emma Carter
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

AUDITORS George Hay & Company
Chartered Accountants,
Statutory Auditors,
83 Cambridge Street
Pimlico
London
SW1V 4PS

TRUSTEES Mr Stephen Bozward
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

Mr Steve Andrews
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

Mr Jeff Carter
Bedfordshire Police Federation
217 Bedford Road
Kempston
Bedfordshire
MK42 8DA

SHOW NAMES AND ADDRESSES OF ABOVE OFFICIALS AND QUALIFICATIONS OF AUDITORS

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND

We have audited the Financial Statements of the Bedfordshire Police Joint Branch Board Fund for the year ended 31st December 2016, which comprise the Statement of Income and Retained Earnings, Statement of Financial Position, and Notes to the Financial Statements. The Financial Statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules and adopting the measurement principles of FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the Fund's members, as a body. Our audit work has been undertaken so that we might state to the Fund's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Fund and the Fund's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Management Committee and Auditors

As explained more fully in the Statement of Management Committee's Responsibilities set out in the notes to the Financial Statements the management committee are responsible for the preparation of the Financial Statements and for being satisfied that they fairly reflect the state of the Fund's affairs as at 31st December 2016 and of its results for the year then ended.

Our responsibility is to audit and express an opinion on the Financial Statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the Financial Statements sufficient to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Fund's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the management committee; and the overall presentation of the Financial Statements.

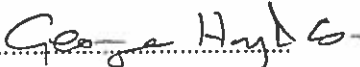
Opinion on Financial Statements

In our opinion the Financial Statements:

- fairly reflect the state of the Fund's affairs as at 31st December 2016 and of its results for the year then ended;
- have been properly prepared in accordance with the measurement principles of United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Police Federation Regulations and Fund Rules.

Other Matters

The Financial Statements for the year ended 31st December 2016 includes all funds raised for the purpose of the Joint Branch Board Fund in accordance with Regulation 2 Police Federation (Amendment) Regulations 2015.

Signed: 

George Hay & Company
Chartered Accountants & Statutory Auditors
83 Cambridge Street
Pimlico
London

Dated: 1st February 2017

SW1V 4PS

BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND

**STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016 £	2015 £
INCOME		
Weekly Subscriptions		
Constables	193,911	188,113
Sergeants	42,491	43,656
Inspectors	17,070	17,998
	<u>253,472</u>	<u>249,767</u>
Less: Payable to Joint Central Committee 70%		
Constables	135,738	131,679
Sergeants	29,743	30,560
Inspectors	11,949	12,598
	<u>177,430</u>	<u>174,837</u>
NET INCOME	76,042	74,930
Less: ADMINISTRATIVE EXPENSES (Note 1)	93,087	103,058
(DEFICIT) OF SUBSCRIPTION INCOME OVER EXPENDITURE	<u>(17,045)</u>	<u>(28,128)</u>
Add: Other Income - (Note 1.1) To include all income as specified in Regulation 2c in the Police Federation (Amendments) Regulation 2015	35,355	40,052
SURPLUS FOR THE YEAR BEFORE GAINS / (LOSSES)	18,310	11,924
Gains / (Losses) - (Note 1.2)	-	-
Value Adjustments on Investments	34,266	39,690
Value Adjustments on Investment Properties	(6,853)	(7,938)
Deferred Tax on Value Adjustments	-	-
SURPLUS FOR THE YEAR	<u>45,723</u>	<u>43,676</u>
RETAINED EARNINGS BROUGHT FORWARD	332,008	288,332
RETAINED EARNINGS CARRIED FORWARD	<u><u>377,731</u></u>	<u><u>332,008</u></u>

BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND

STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2016

	2016 Cost	Accumulated Depreciation/ Revaluation/ Impairment	2016 Net Book Value	2015 Net Book Value
	£	£	£	£
TANGIBLE FIXED ASSETS				
Furniture and Fittings	5,229	5,176	53	66
Computer Equipment	2,832	2,832	-	-
Office Equipment	41,427	39,644	1,783	2,034
	<u>49,488</u>	<u>47,652</u>	<u>1,836</u>	<u>2,100</u>
	2016 Cost	2015 Cost	2016 Market Value	2015 Market Value
	£	£	£	£
INVESTMENTS				
Investments	267,021	242,827	340,977	282,517
Investment Properties	-	-	-	-
Others - (Specify)	-	-	-	-
	<u>267,021</u>	<u>242,827</u>	<u>340,977</u>	<u>282,517</u>
CURRENT ASSETS				
Contributions due from Joint Central Committee (Note 4)			-	-
Subscriptions Due			20,977	20,902
Cash at Bank and in Hand			35,736	68,238
Stock			2,449	4,950
Debtors			11,477	1,656
			<u>70,639</u>	<u>95,746</u>
CURRENT LIABILITIES				
Contributions due to Joint Central Committee (Note 4)			13,814	27,931
Corporation Tax			1,250	2,256
Deferred Tax			14,791	7,938
Sundry Accrued Expenses			5,866	10,230
			<u>35,721</u>	<u>48,355</u>
NET CURRENT ASSETS / (LIABILITIES)			<u>34,918</u>	<u>47,391</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			377,731	332,008
CREDITORS: Amounts Falling Due After More Than One Year (Specify)			-	-
NET ASSETS			<u>377,731</u>	<u>332,008</u>
REPRESENTED BY				
Retained Earnings			377,731	332,008
Other Reserves - (Specify)				
			<u>377,731</u>	<u>332,008</u>

We certify that we have fully complied with the Regulation 2 Police Federation (Amendment) Regulations 2015 and disclosed in the F45 all funds of which we are a beneficiary. We understand that failure to comply with this Regulation could be deemed a criminal and/or Police Disciplinary matter.
These financial statements have been prepared using the measurement principles and provisions of FRS 102.

Signed CHAIRMAN

Signed TREASURER

Date financial statements approved: 1st February 2017

**BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016 £	2015 £
1. ADMINISTRATIVE EXPENSES		
Accommodation	-	-
Additional Responsibility Payments (Honoraria)	12,500	8,750
Annual Conference	6,632	6,757
Audit and Accountancy Charges	4,230	3,540
Bank Charges	-	-
Clerical Assistance and Social Security Costs	15,264	12,436
Communication	2,149	934
Computer Consumables	5,659	3,786
Corporation Tax	(279)	2,250
Depreciation	264	375
Donations	3,932	13,080
Hospitality	-	-
Incidental Overnight Expenses	-	-
Insurance	1,219	1,158
Meeting Expenses	5,470	4,840
Official Publications	13,313	9,985
Postage, Printing and Stationery	2,558	2,268
Repairs and Maintenance	-	-
Subsistence (Meal Expenses)	1,201	-
Sundry Expenses	715	953
Travel	6,631	13,732
Other Expenses - (<i>Specify</i>)		
Website costs	2,048	6,428
Legal and Professional	6,190	1,526
Presentations and Gifts	3,612	1,070
Training and seminars	1,538	4,635
Net Movement on Lottery and Death Benefit Funds	(5,769)	4,555
Bravery Awards	3,095	-
Memorial Day	915	-
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u><u>93,087</u></u>	<u><u>103,058</u></u>
	2016 £	2015 £
1.1 OTHER INCOME		
Bank Interest (Gross)	-	-
Diminution on Investments	-	-
Dividends Received	4,194	3,345
Donations Received	-	-
Profit / (loss) from Mailshots and Commissions	275	620
Regulation 2c Income	-	-
Advertising income	2,548	3,423
Reimbursement of administration expenses	28,338	32,664
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u><u>35,355</u></u>	<u><u>40,052</u></u>
	2016 £	2015 £
1.2 GAINS / (LOSSES)		
Gain / (Loss) on Investments	-	-
TOTAL AS PER STATEMENT OF INCOME AND RETAINED EARNINGS	<u><u>-</u></u>	<u><u>-</u></u>

**BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

2. ACCOUNTING POLICIES

A. Basis of Preparing the Financial Statements

The Financial Statements have been prepared under the requirements of the Police Federation Regulations and Fund Rules and adopting the measurement principles of Financial Reporting Standard 102 Section 1A, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102) applicable to small entities.

This is the first year in which the Financial Statements have been prepared in accordance with FRS 102 Section 1A - small entities. Refer to note 8 for an explanation of the transition.

The date of the transition is 1st January 2015. The transition to FRS 102 Section 1A has resulted in a small number of changes in the accounting policies to those used previously.

B. Accounting Convention

The Financial Statements have been prepared under the historic cost convention.

C. Income

Income is primarily derived from subscriptions collected from the Funds members.

Other income sources may include rental / investment income and income generated from providing member services.

D. Expenditure

Expenditure is shown inclusive of Value Added Tax.

E. Depreciation

Depreciation has been calculated at rates required to write off the relevant assets over their anticipated lives.

The applicable annual rates are:

Furniture and Fittings	— 15% reducing balance basis
Computer Equipment	— 25% straight line basis
Other Assets	— 25% reducing balance basis
Property - (Specify)	

F. Taxation

Provision is made for Corporation Tax in respect of the Fund's liability to taxation on investment income, capital gains and income derived from third party transactions.

G. Investments (if applicable)

Investments and investment properties are shown in the Financial Statements at market value.

H. Deferred Taxation (if applicable)

Deferred taxation is provided on the liability method to take account of timing differences between the treatment of certain items for accounts purposes and their treatment for tax purposes.

I. Other Policies - (Specify)

**BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

3. STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES

Regulation 18(2) of The Police Federation Regulations (as amended) requires the Committee, in relation to Federation funds held by it, to keep accounts showing all monies received or paid out and to cause the Financial Statements for each year to be audited by an independent auditor. In causing the Financial Statements to be prepared, the Committee is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Ensure that the Financial Statements are prepared on the going concern basis unless it is appropriate to presume otherwise.

The Committee is responsible for keeping adequate accounting records and also is responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. CONTRIBUTIONS DUE FROM / (TO) JOINT CENTRAL COMMITTEE

	2016	2015
	£	£
Constables	16,803	26,971
Sergeants	(128)	1,852
Inspectors	(2,861)	(892)
	13,814	27,931

5. CONTRIBUTING AND NON CONTRIBUTING MEMBERS AT 31ST DECEMBER 2016

	2016	2015	2016	2015	2016	2015
	No. of Contributing Members	No. of Contributing Members	No. of Non Contributing Members	No. of Non Contributing Members	Others*	Others*
Cadets	-	-	-	-	-	-
Constables	801	728	44	17	-	-
Sergeants	161	171	11	-	-	-
Inspectors/Chief Inspectors	60	71	10	10	-	-
	1,022	970	65	27	-	-

* This column refers to those members who are non contributors by virtue of receiving no pay, being on

6. INVESTMENTS (if applicable)

	2016	2015
	Market Value	Market Value
	£	£
Equities	-	-
Fixed Interest Funds	-	-
Unit Trusts	340,977	282,517
Others - (Specify)	-	-
	340,977	282,517

7. INVESTMENT PROPERTIES (if applicable)

	2016	2015
	Market Value	Market Value
	£	£
Investment Properties	-	-
	-	-

**BEDFORDSHIRE POLICE JOINT BRANCH BOARD FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

8. TRANSITION TO FRS 102 SECTION 1A - SMALL ENTITIES

This is the first year that the entity has presented Financial Statements complying with the measurement principles of FRS 102 Section 1A. The entity has restated the comparative prior year amounts (where applicable) in accordance with FRS 102 Section 1A requirements.

CHANGES UNDER FRS 102 SECTION 1A - SMALL ENTITIES

1. Investments and investment properties are now measured at market value rather than at historic cost.
2. Deferred tax on change in measurement of investments from historic cost to market value.

Restated Statement of Financial Position

	Explanation	£
Original Retained Earnings at 31 December 2015		249,575
Restatement of Investments and Investment Properties	1	39,690
Deferred Tax on Restatement of Investments and Investment Properties	2	(7,938)
Restated Retained Earnings at 31 December 2015		281,327

Restated Statement of Income and Retained Earnings

	Explanation	£
Original Surplus / (Deficit) for the Year Ended 31 December 2015		16,479
Restatement of Investments and Investment Properties	1	39,690
Deferred Tax on Restatement of Investments and Investment Properties	2	(7,938)
Restated Surplus / (Deficit) for the Year Ended 31 December 2015		48,231

in completing the Statement of Income and Retained Earnings, Statement of Financial Position and Notes to the Financial Statements

STATEMENT OF INCOME AND RETAINED EARNINGS

1. **NAME**
The name of the force should be shown in the following places:
Cover
Statement of Financial Position
Statement of Income and Retained Earnings
Auditors Report
2. The corresponding amounts for last year should be entered in the last column of each page.
3. **DEPRECIATION**
This represents the portion of cost of the assets written off in the year due to wear and tear and should be provided at rates calculated to write off the cost of the asset over its useful life. Normally, an average of 15% for furniture and fittings and 25% for other assets on a reducing balance basis and 25% for computer equipment on a straight line basis, should be adequate. The depreciation policy with regard to property should be disclosed under note 2, if applicable.
4. **OTHER EXPENDITURE**
Any expenditure which does not fall under the headings in the Statement of Income and Retained Earnings, should be entered beneath the pre-printed list with the appropriate narrative. Please do not alter those headings already listed.
5. **OTHER INCOME**
If the Fund has any other income, such as deposit interest, dividends (including accumulation dividends), then this should be shown here with a brief description of each item received.
6. **ADDITIONAL SCHEDULES**
Where additional schedules are to be used to give breakdowns of information in the Financial Statements, these should be signed and dated by the Chairman and Treasurer of the Board and the Auditors.

STATEMENT OF FINANCIAL POSITION

7. **ACCUMULATED FUND**
This represents the accumulated surpluses for all years from inception of the Fund.
8. **CONTRIBUTIONS DUE TO CENTRAL COMMITTEES**
These represent contributions due to the Committee but not paid at the end of the year. They will also be included in the figure which appears in the Income and Expenditure Account "Payable to Central Committees". This amount should be shown in the "Notes" and analysed between the different ranks.
9. **SUNDRY ACCRUED EXPENSES**
Expenses which refer to the year under review, but which have not been paid at the end of the year, should be entered here in total. They will also, of course, be included under the appropriate headings, in the Income and Expenditure Account.
10. **FIXED ASSETS**
Purchases of assets over £1,000 should be capitalised. Purchases of assets under £1,000 should generally be written off. Assets not conforming with the standard headings should be shown separately on the Balance Sheet under "Others (specify)" in the Fixed Assets category.
11. **SUBSCRIPTIONS DUE**
Subscriptions which are due to the Fund at the end of the year but which have not been received are to be shown here. They will be added to the amounts received in respect of the year and included in the total as shown in the Income and Expenditure Account.

NOTES TO THE FINANCIAL STATEMENTS

12. **OTHER POLICIES/NOTES**
State any other accounting policies that are specifically adopted by the Fund, to reflect its own circumstances, for example policies on Stock, Revaluation of Properties, Other Income, Pensions, Other Fixed Assets, Loans etc. If investments are held, the 'cost less provision for impairment in value' and 'market value' at the year end should be disclosed in note 6 in the Financial Statements.
- NB.** Copies of these Financial Statements must be forwarded to the Treasurers of the Rank Separate and Joint Central Committees. The copies must be signed by the officers of the Board and the Auditors (original signatures not photocopies).